



# Lot Split Subdivision

([Land Use Application](#) also required)

## Public Hearing

### Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 462.358*

**Drawings shall be folded; rolled drawings will not be accepted.**

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*Lot Split Subdivision* applies to property that has been previously platted that will be divided into two buildable lots, not require dedication of public right of way for purposes of gaining access to the subdivided property, and the property has not previously been the subject of division by either lot split or simple plat.

City Ordinance Section [30-392](#) (c)

Each of following applicable requirements (unless waived by staff) shall be submitted:

- 1. [Land Use Application](#) form
- 2. Application Fee (check or cash)
- 3. One typewritten narrative shall be submitted and it shall also be provided on a CD in a Microsoft Word format.
- 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- 5. One typewritten narrative shall be submitted and it shall also be provided on a CD/flash drive in an editable word processing format.
- 6. Certificate of Survey
  - Location by section, township, range, and by legal description
  - The names and addresses of the record owner, subdivider, land surveyor, and any agent having control over the land.
  - Graphic scale not less than one inch to 100 feet unless otherwise allowed by the City.
  - North Arrow
  - Date of preparation
  - Boundary survey of the subject property
  - Existing zoning classifications for the subject property
  - Location, right-of-way width, and names of existing streets or other public ways, parks, and other public lands, permanent buildings and structures, easements and section.
  - Primary and Secondary Septic Locations
  - Delineated Wetlands
- 7. Legal description for all easements
- 8. Legal description of new properties
- 9. County Review Letter, if adjacent to County Road(s)
- 10. All other information as determined by City Staff

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

## **Description of Project Narrative**

The narrative is your opportunity to describe, promote and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project.
  - What is being proposed?
  - Why are you proposing it?
- Are any structures being removed?
- Is a variance required for any of the dimensional requirements?